

PCP Action Plan Questions

September 19, 2003

Face Sheet

1. Q. Is it OK to use this as the Signature Page too? So instead of just a date (in Guardian Signature Date line) the person signs it too and it is considered the signature page and the person/guardian would not sign it any place else. Signature Page means that the person agrees with the plan as opposed to attended the meeting.
A. No. This sheet is only for data entry. This space on the Action Plan Face Sheet has been re-labeled "Guardian Approval date"
2. Q. Is a Signature Page required? Again, Signature Page means giving consent/agreement with the plan, not meaning the person attended?
A. The person/guardian must approve the plan. Agencies have typically used their own signature pages, and should continue to do so.
3. Q. Should the Action Plan and the narrative plan both be signed by the person, giving consent to both?
A. The narrative and the action plan are both parts of the PCP, so one signature for the complete plan should suffice
4. Q. When an agency, as a practice, has the person sign both the Action Plan and the Narrative/Written Plan and the Action Plan is signed at the time of the meeting but the Narrative part is written up later and signed later, is it OK to have two different dates or should Action Plan date and Written Plan date be the same?
A. See previous answer.
5. Q. Signature Question: Can the PCP Coordinator have the Guardian Sign the front sheet of the report instead of waiting until the report is typed & completed then signing? This has presented a problem in turn around (deadlines) time for the report
A. As long as the guardian understands what has been agreed to at the meeting and the needs and desires have been identified in writing at the meeting they can do this. Obviously it should be made very clear that they do not have to sign off on the plan at that time.

Needs/Desires

1. Q. In Action Steps – what if one activity exceeds 90 days but another does not – do you or do you not check "Projected date exceeds 90 days" box?
A. If any action exceeds 90 days, check the box and give a brief explanation.
2. Q. Is the Projected Date (Need) the same as the target Date (Action)?
A. They could be the same, but not necessarily. Each Action could have a different start date and target date.
3. Q. When filling out the Action Plan for the Consent Decree members from Jan.1 to July 31, 2003 - how do you determine whether it is a Need or Desire (without having another meeting and making numerous calls)?
A. In most cases the person who facilitated the meeting will have a good idea of the nature of the request. If unsure then a quick connection with the person/guardian to discuss and decide would be the way to go. We understand that going back in time may result in some inaccuracies. Just encourage folks to do their best for this time frame.

Continuing Services

1. Q. Do we specify the Waiver Services needed on this sheet in order to secure funding?
A. **No. The description of Waiver Services should be in the narrative.**
2. Q. Why does it say "Please Print" names? Shouldn't people sign here to show they agree to provide the service?
A. **No. This sheet is for data entry only. Please print so the name will be spelled correctly.**
3. Q. Does each specific service need to be listed separately (e.g., podiatrist, psychiatrist, neurologist, primary physician), or can they be grouped under Medical?
A. **These could be grouped as Medical on this sheet, and specified in the narrative.**

Notification and Attendance Form

1. Q. Does this form now replace original form?
A. **YES**
2. Q. Use with everyone - Class and non-Class?
A. **YES**
3. Q. Use for quarterlies, too?
A. **NO**
4. Q. Is it attached to annual plan?
A. **YES**
5. Q. If there is no correspondent, but person is on waiting list for one, does notice go to CAB?
A. **No. If there is no CAB Correspondent for a person who is entitled to have one, this should be noted as an unmet Need.**
6. Q. Where should it be documented when a consumer refuses to have the advocate notified or invited,?
A. **Document this in the Plan narrative**

Responsibilities

1. Q. Is the PCP Coordinator responsible for ensuring that the person named in the Action Steps as "Person Responsible" carries out what they are responsible for? Who does the QA around these action steps?
A. **The QA roles will vary depending on the persons involved. Each person is responsible for the actions they agreed to. The team is responsible for monitoring the plan. The ISC is responsible to see that the person is receiving services in accordance with the plan.**
2. Q. Who does the Action Plan on the non-class when there is no PCP Coordinator and the person served is in a Day Program?
A. **Whoever writes the PCP completes the Action Plan as part of the PCP**

Waiver

1. Q. Must a Waiver Recipient have a 6-month review?
A. **There must be a review of the plan within the year. The review schedule is set by the planning team.**

Other

1. Q. What information are we expected to send to Central Office? What do we do for class members and non-class members?
A. **For both Class and non-Class ~**
Providers send to Regional Office ~ Reg. Office sends to CO ~ CO sends to Gould:
 - **Action Plan face sheet**
 - **Need/Desire sheets**
 - **Continuing Services sheet**
 - **Face sheet and Interim Plan sheets for any interim plans**
 - **Notification & Attendance sheet**
For Class members ~
 - **QA sheet**
 - **Summary of Response Sheet (previously gave incorrect answer that this would be for class and non-class)**
3. Q. When a need is identified at a semi-annual should an action plan be made out?
A. **Only if it is an unmet need. If it is, complete an Action Plan face sheet (check the box for Interim Plan) and an Interim Plan sheet.**
4. Q. Are the agencies sending these action plans on ALL consumers who have PCPs or just Class members at this time?
A. **The action plans should come in for all plans regardless of Class or non-Class starting July 1, 2003. For the Class we ask that you go back to Jan. 2003, to be submitted no later than Dec. 31, 2003. You need not re-submit the entire PCP, just the Action Plan forms.**
5. Q. If an agency sends the action plans for an INACTIVE consumer to a regional office, who is supposed to review it?
A. **If they plan for someone in inactive status, review just the data entry forms. We will submit the plan for data entry, but the plan will not be tracked. This will allow us to capture future resource needs.**